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CENTRAL INTELLIGENCE AGENCY
Washington 25, D. C.

Mr. John Doe
117 Adams Street, N. W.
Washington 12, D. C.

Dear Mr. Doe:

A review of the medical history information submitted by you reveals that, for proper medical evaluation, it will be necessary for you to undergo a pre-employment physical examination.

Arrangements for this examination can be made by ⁽¹⁾(writing to Miss [REDACTED] 2430 E Street, N. W., Washington 25, D. C.; or by calling Executive 3-6115, extension 2320). Upon receipt of this letter, please advise Miss [REDACTED] of the date that you will be able to report for the pre-employment physical examination, giving us two weeks advance notice of this date.

(2) No reimbursement for travel or incidental expenses incurred by you for this purpose will be made.

(2) For this visit you are authorized to travel from your present residence to Washington, D. C. and return at government expense. You will also be paid a per diem allowance in lieu of subsistence during the time you are in a travel status. First class travel is authorized. If you so choose, travel is authorized by privately-owned automobile for which you will be reimbursed at the rate of seven cents per mile, the total not to exceed the cost of travel by common carrier. Please retain all receipts for travel and transportation expenditures.

Sincerely,

Chief, Personnel Division

- (1) As appropriate for respective Personnel Division (Overt or Covert).
- (2) As appropriate.

(Reference Item 7c, Form 37-163, dated Feb. 1953)